

Death claim: Form C

Minor biological / Step / Adopted / Foster Child

Protection of Personal Information Disclosure

Why Personal Information is required:

Sanlam Life Insurance Limited ("Sanlam Life"), a subsidiary of Sanlam Limited, will process and protect your personal information as required by relevant laws and the Constitution of the Republic of South Africa ("RSA"). The personal information requested in this form, which may include special personal information is being collected and will be processed for the following purposes:

- underwriting and providing accurate and effective insurance cover and related value-added services;
- member communication;
- market research and statistical analysis;
- verification of the personal information provided;
- to comply with all legal and regulatory requirements, including applicable codes of conduct;
- for operational and administrative processes to protect Sanlam Life's interests.

Failure to provide the mandatory information will prejudice your insurance cover.

Changing and correcting Personal Information:

You have the right to:

- Request a copy of your personal information as processed by Sanlam Life;
- Ask for an update and/or correction of your personal information;
- Lodge a complaint with the Information Regulator.

Sanlam Life may charge an administrative fee subject to prior notice of any such cost before executing the request for a copy of your personal information.

Other parties that may receive the Personal Information:

- We may share your personal information within Sanlam Limited and/or with other service providers where required for any of the purposes listed above, or with third parties where Sanlam Life is lawfully required to do so.
- We may send your personal information to service providers outside the RSA for storage or further processing on Sanlam Life's behalf. We will not send your information to a country that does not have information protection legislation similar to that of the RSA, unless we have a binding agreement with the service provider which ensures that it effectively adheres to the principles for processing of personal information in accordance with the Protection of Personal Information Act, 2013.

For more information, please refer to the [Sanlam Group Privacy Notice](#).



Member Quick Access Self Service

Get in touch with your retirement information

Member Support:

You can update your contact details by registering and logging into our member portal here:

Web: <https://cp.sanlam.co.za> or **Email:** SCClientCare@sanlam.co.za or **Tel:** 086 122 3646

Important Information

- **Form C** has been designed to capture the information of a biological minor child of the deceased. As the biological parent/caregiver of the biological minor child, you are required to complete all the information and to submit all the documents listed. The sooner you return the completed form and documents to the employer, the sooner the fund will be in a position to assess the information and make an allocation.
- It is the duty of the Board of Trustees of the Fund to allocate the death benefits to beneficiaries of a deceased member in terms of Section 37C of the Pension Fund Act. The Act allows the Board up to 12 months to ensure that all potential beneficiaries are identified and therefore it can be a lengthy process. It is in your interest to provide the Board with as much relevant information as soon as possible.
- Once the Board has completed its investigation, they will compile a schedule of all persons who qualify as dependants and nominees (schedule of potential dependants) and will circulate it to all potential dependants for their information and comment to ensure accuracy. In order to protect personal information, only the following desensitised information of the potential dependants will be shared: name, age, relationship to deceased, whether nominated as a beneficiary or a dependant, whether he or she lived in the deceased's home, the extent of dependency on the significantly owned capital, future earning capacity and prospects.
- Only once the schedule is finalised can a final allocation of the death benefit be made.
- If you require any assistance with the completion of this form, you may contact us on the following telephone number: (086) 122-3646 during office hours.
- Please e-mail the completed documentation to: sanlamEB@sanlam.co.za

SECTION A: Deceased details

Title			
First name(s)			
Surname			
RSA identity number*		*Compulsory	
Passport number*		*Compulsory if RSA ID not used above	
Date of birth (dd/mm/yyyy)		*Compulsory if Passport used	
Participating employer			
Employer fund number			

SECTION B: Minor (under 18 years of age) personal details

Is the minor child of the deceased	Biological ☐	Step ☐	Adopted ☐	Foster ☐
First name(s)				
Surname				
RSA identity number*		*Compulsory		
Passport number*		*Compulsory if RSA ID not used above		
Date of birth (dd/mm/yyyy)		*Compulsory if Passport used		
Did the minor child live with the deceased on a permanent basis at the time of the deceased's death?	Yes ☐	No ☐		
To what extent was the deceased supporting the minor child (provide proof)?	Fully ☐	Partial ☐	Not ☐	
Does the minor child have a disability?	Yes ☐	No ☐		
If 'yes' to the above, what is the nature of the disability?				
Frequency of maintenance payments	Regular ☐	Monthly ☐	None ☐	Ad hoc ☐
Value/amount	R			

What was the nature of support?			
Was the deceased liable for paying maintenance for the minor child?	Yes	☐	No ☐
If yes, please indicate amount of monthly maintenance paid	R		
Does the minor child receive a government child grant?	Yes	☐	No ☐
Is the minor child in custody of the biological parent?	Yes	☐	No ☐
If no, who is caring for the minor child?			
Is the guardian/biological parent capable of managing his/her own financial affairs?	Yes	☐	No ☐
Is the minor child at school?	Yes	☐	No ☐
Name of school		Which grade?	
Did/will the minor child receive any other monetary benefits from the deceased's estate such as an inheritance, the proceeds of an insurance policy or a group life insurance scheme?	Yes	☐	No ☐
If 'yes', please provide details and value	R		

SECTION C: Personal details of biological parent/guardian/care giver of the minor child

Full names of biological parent/guardian							
Identity number of biological parent/guardian							
What is your employment status?							
Full-time ☐	Self-employed ☐	Part-time ☐	Odd jobs ☐	Unemployed ☐	Permanently disabled* ☐	Pensioner ☐	Other ☐
*Please provide details and attach proof from the doctor.							
If unemployed, please indicate your work experience, qualifications/training (employability).							
What is your gross annual income/pension?	R						
If unemployed, please indicate your work experience, qualifications/training (employability).							
						R	
Position/type of assignments undertaken							
Name of the employer/network							
Employer contact number							
Employer Address							
Postal Address							
Contact number							
Email Address							
What other income did you received?							

Do you receive a government grant?	Yes ☐	No ☐
If yes, specify the type of grant as well as the amount: Disability grant/Old age grant/Child grant		
	R	

Personal details

Residential Address			
Postal Address			
Contact number		Alternative	
Email address			

Banking details

Name of Bank			
Account number		Account type	
Branch name		Branch Code	

SECTION D: Personal and financial details

Do you own any significant assets/property?	Yes ☐	No ☐
If yes, please provide details and value	R	
Is any income derived from it?	Yes ☐	No ☐
If yes, please indicate total income amount	R	
Do you manage your own financial affairs?	Yes ☐	No ☐
If no, please explain		
Are you capable of managing the financial affairs of the minor child?	Yes ☐	No ☐
If not, please explain		
Please provide any other comments or information that would be relevant:		

SECTION E: Documents required in respect of the minor biological/step/adopted/foster child	Attached	
	Yes	No
1. Original certified copy of your Identity Document or Birth Certificate of child.	☐	☐
2. Original certified Copy of Guardian's / Parent's Identity Document.	☐	☐
3. Proof of guardianship, proof of adoption or court order documentation, in respect of minor children (not required if child in care of biological parent). Either a copy of the Court appointment or report from a Social Worker.	☐	☐
4. Copy of Bank Statement of Guardian's / Parent's bank account.	☐	☐
5. Sworn affidavit if child's surname differs from that of the deceased.	☐	☐
6. Proof of financial dependency.	☐	☐

SECTION F: Declarations

I, the undersigned, legal guardian/biological parent or caregiver of the minor child hereby declare that the information provided above is true and correct. I understand and agree that the Fund will incorporate my desensitised information in the schedule of potential dependants and nominees and will circulate it to all potential dependants identified.

First name			
Surname			
Place		Date (dd/mm/yyyy)	
Signature			